



## Spartanburg County Assessor's Office

Mobile Home Division  
County Administrative Building  
366 North Church Street  
P.O. Box 5762  
Spartanburg, SC 29304

Telephone: 864-596-2544

Fax: 864-596-2223

PROCEDURE FOR DE-TITLING A MANUFACTURED HOME  
SOUTH CAROLINA CODE OF LAWS SECTION 56-19-500  
WWW.STATEHOUSE.NET  
FOR FURTHER INFORMATION PLEASE CALL  
THE SC DMV CUSTOMER SERVICE CALL CENTER 803-896-5000 OR GO TO  
[WWW.SCDMVONLINE.COM](http://WWW.SCDMVONLINE.COM)

- The owner must submit a copy of the *Manufactured Home Affidavit for the Retirement of Title Certificate*. The affidavit must be recorded in the Register of Deeds Office, along with a Manufactured Home Certificate of Compliance.
- A Manufactured Home Certificate of Compliance is issued through the Mobile Home Division located in the Assessor's office. When applying for the Certificate of Compliance you must attach a copy of the most recent tax receipt and a copy of the title certificate. Applying for the certificate will generate an inspection to verify that the manufactured home has been "affixed" to the land.
- "Affixed" means that the manufactured home is installed in accordance with the state required installation standards, with wheels, axles, and towing hitch removed, and with the owner of the home having an intention that the manufactured home becomes an improvement to the real property whereon it is situated as evidenced by the filing of the affidavits provided in the South Carolina Section Code 56-19-500. The filing of the affidavits provided for in the above section code is conclusive proof of the intent to affix the manufactured home to real property.
- Any *Manufactured Home Lien or Satisfaction of Lien Affidavit* must be recorded in the Register of Deeds Office

Items to submit to the Department of Motor Vehicles:

*These items may have changed please call the DMV call center for information*

- Copy of the Manufactured Home Affidavit for the Retirement of Title Certificate that has been recorded in the Register of Deeds Office
- Copy of any Lien Affidavits that apply
- Original title certificate to the manufactured home; The home has to be titled before it can be de-titled
- Copy of the most recent tax receipt
- A \$50.00 fee for processing